



Directions on how to use your OSHA Product

Getting Started

Congratulations! You are one step closer to OSHA compliance. Our compliance solutions make it easy to fulfill the OSHA requirements. Use this guide to help orient you to your compliance kit, its materials, and how to use them.

Designating an OSHA Compliance Manager

1. Designate an OSHA Compliance Manager. This person is responsible for creating all OSHA policies and administering workforce training.
2. Some examples of people you may consider designating as the OSHA Compliance Manager include your office manager, HIPAA Compliance Manager, or principal of the practice.
3. The OSHA Compliance Manager can use the materials in your OSHA compliance kit without special qualifications or training.
4. Refer to the OSHA FAQ (in the Welcome Kit) to better understand OSHA's rules and regulations.

Using your OSHA Manual

1. The OSHA Manual contains valuable resources that will assist you in complying with OSHA.
2. Refer to the OSHA Manual as needed when completing the policies and procedures in the Documentation Kit and when going through OSHA training.

Using your Documentation Kit

1. The most essential documents in your compliance program are your OSHA policies and procedures. Please complete the plans found in the Documentation Kit. Use the version applicable to your purchase:
 - 1.1. The hardcopy version of the Documentation Kit or
 - 1.2. An electronic, customizable copy of the kit (found in the Welcome Kit).
2. You can maintain your Documentation Kit as either a hardcopy or electronic version, provided that it is readily available to your workforce members and the OSHA Administration in the case of an audit.
3. Ensure all employees are familiar with the policies and procedures in the OSHA Documentation Kit.



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Conducting OSHA Training

1. **If you have our Online OSHA Training**, you may utilize that course to train and certify your staff members.
2. **If you want to train your staff members yourself**, please refer to the **training outline** in our Welcome Kit **and your OSHA Manual** to prepare your own training program.
 - 2.1. Upon completion of training, administer the OSHA Test found in the Welcome Kit.
 - 2.2. Document completion of training through any of the following methods:
 - 2.2.1. Fill out a training roster (template available in the Welcome Kit); and/or
 - 2.2.2. Create, save, and provide your employees with a copy of a Training Completion Certificate (template available in the Welcome Kit).
3. All employees must review the policies and procedures provided in the OSHA Documentation Kit.
4. Employees must also be trained to identify hazards at the facility and report accidents to a supervisor.

When to conduct training:

- 4.1. **Initial training** should be conducted for all employees when they first become compliant with OSHA and within ten days of hiring new employees.
- 4.2. **Annual refresher training** must also be provided to employees.
5. Distribute the OSHA booklets to employees for their reference (optional). The booklets are in the Welcome Kit.
6. Provide employees with access to the supplemental OSHA videos (optional), which are included in the Welcome Kit.

Posters and Labels

1. Biohazard labels and signs must be placed on the doors, bins, pails, and cans where a biohazard danger exists.
2. GHS labels (chemical labels) must be placed on secondary containers containing hazardous chemicals.
3. Post the OSHA posters in a prominent place in the office where they are visible to staff members.



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Other Instructions

1. All employees must receive a hepatitis B vaccination within ten days of employment (it is not required if they **are not exposed to human blood**) or sign a declination form.
2. A copy of the vaccination record or any other exposure record must be included in the employee's medical records.

Contacting Us

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